

From: [Peterson, Mary](#)
To: [Coleman, Sam](#); [Gray, David](#)
Cc: [Edlund, Carl](#)
Subject: Proposed Mock up of abbreviated report
Date: Tuesday, September 5, 2017 6:52:32 PM
Attachments: [image001.png](#)
[mockup of abbreviated afternoon report.docx](#)

See attached mock-up of the proposed change for the afternoon report.

The morning report would remain a full report and contain all of the content we currently include.

The rationale for this proposal is two fold:

1. TCEQ doesn't update its DW/WW data until 3-4 pm, so we are always scrambling to include the updated maps into our afternoon report, and we consistently miss our deadline.
2. Field operational information doesn't get reported until 7 pm, so our metrics tables don't reflect accurate data about the day's work.

Making this switch to an abbreviated afternoon report would allow us to report highlights from the day, and do it on time. I understand you will need to seek approval for this change. Thanks for your consideration and assistance on this.

Mary P. Peterson, Director

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